SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

AGING SERVICES SUPERVISOR - #62-546

DATE OF EXAMINATION APRIL 29, 2006

*Examination Fee - \$7.50

LAST FILING DATE March 22, 2006

SALARY: \$30,116.

ELIGIBLE LIST: The list resulting from this examination will be used to fill positions as they occur within the Schoharie County Office For The Aging Department.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. A Bachelor's degree from an accredited college or university and one year supervisory experience in a government social or aging services agency; OR
- B. An Associate's degree from an accredited college and three years' experience in a government social or aging services agency, at

least one of which is in a supervisory capacity; OR

- C. A high school diploma or equivalency and five years' experience in a government social or aging services agency, at least one of which is in a supervisory capacity; OR
- D. An equivalent combination of education and experience as defined by the limits of (A) through (C) above.

The education requirements must be satisfied before the date of the examination.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: An Aging Services Supervisor supervises one or more programs operated by the Office For the Aging. The incumbent works under general supervision of the Director of the Office For the Aging and has considerable latitude and independence in performance of his or her duties, assisting the Director in planning, program analysis and management. The Aging Services Supervisor supervises program and support personnel who may include volunteers and contract staff as well as county employees. Incumbents insure that the goals and objectives of programs in their charge are met and services provided in a safe, timely and efficient manner in compliance with all legal, county, agency and program requirements and policies. An Aging Services Supervisor may be responsible for training personnel, and may be in operational charge of the agency when the Director is absent. Does related work as required.

SUBJECT OF THE EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Administration;
- 2. Characteristics, issues and problems relating to the elderly;
- 3. Educating and interacting with the public;
- 4. Preparing written material;
- 5. Programs and services for the elderly; and
- 6. Supervision.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and announcements are available on our web site @ www.schohariecounty-ny.gov

ISSUE DATE: JANUARY 26, 2006 SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.